

## Application Form 2018

Fields marked with a \* are mandatory fields

### Personal

\*Name :

.....  
(First Name) (Middle Name) (Family Name)

\*Date of birth: dd/mm/yyyy

\*Sex:  M  F

\*Nationality:

\*Occupation and

Employer:

(If student, please indicate school, field and level of studies)

\*Current Mailing Address:

Address in Spain during the ELECE course (if known)

Phone number:

Fax:

\*E-mail:

Person to be contacted in case of emergency:

(name, relationship, phone, fax or e-mail)

### Academic

\*What is your native language? .....

What other languages do you know? .....

\*Have you ever studied Spanish before? If yes, give a short description:

(please list dates of study, hours/week, course names, books used)

.....  
.....  
.....

\*How would you evaluate your spoken Spanish? .....

(poor, fair, good, very good, excellent)

\*How would you evaluate your reading in Spanish? .....

(poor, fair, good, very good, excellent)

\*How would you evaluate your writing in Spanish? .....

(poor, fair, good, very good, excellent)

Head Office: C/ Poeta Manuel de Góngora, 4 . Interior Galería Alminares .Locales 3-6-10  
18006.Granada

Tlf. +34 958 13 11 09 - +34 628 38 40 39

[www.elecegranada.com](http://www.elecegranada.com)

**\*How would you evaluate your comprehension in Spanish?** .....  
(poor, fair, good, very good, excellent)

**Application**

**\*Which program do you wish to attend?** .....  
(Group Classes-, Private Classes , Group + Private Classes -)

**\*Which course(s) are you interested in?** .....  
(Standard , Intensive, Individual, *DELE* preparation, Business, History and Culture ,Tourist Industry, Individual or Specialized courses)

**If applying for private classes, please indicate desired number of hours per week:**  
.....

**\*When do you want to start?: Please, indicate exact day** .....  
(dd/mm/yyyy - The starting date must fall on Monday)

**\*How long will take your lessons? (number of weeks):** .....

**\*How did you find out about ELECE?**

- ( ) Internet (Please specify) .....
- ( ) Flyer, poster... (Please specify) .....
- ( ) Friend/Former student (Please give his/her name) .....
- ( ) Faculty member (Please give his/her name) .....
- ( ) Fairs (Please specify) .....
- ( ) Other (Please specify) .....

**\*Airport transfers:**

(If you would like to be met at the airport and transferred to your accommodation, please complete the data bellow. Please advise ELECE of your arrival details as soon as possible ,at least 14 days before the course begins)

Day/month/year of arrival ..... Arrival time:.....

Coming from (city) ..... Airline..... Flight nº

¿Do you want to return transfer? .....

Day /month/year of arrival .....Departure time:.....

Departure Airport.....

OUR DRIVER WILL BE WAITING FOR YOU HOLDING AN ELECE SIGN WITH YOUR NAME ON IT AT THE ARRIVAL LOUNGE OF THE AIRPORT. IF YOUR FLIGHT IS DELAYED ,CHANGED OR CANCELLED, PLEASE CONTACT US AS SOON AS POSSIBLE AT: 0034 958 13 11 09 / 0034 628 38 40 39 24 HOUR NOTICE IS REQUIRED IN ORDER TO GUARANTEE TRANSFER SERVICE.

## Goals

**\*Why are you learning Spanish? Is it for leisure, academic purposes, professional reasons, etc.?**

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**\*Are there any specific topics or vocabulary you hope to learn during your spanish course?**

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**\*Is there a particular language skill that you want to focus on? (Speaking, Listening, Reading, Writing)**

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**\*What do you hope to accomplish by the end of your spanish course?**

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## Accommodation

**\*Will you require assistance in finding housing during your stay in Granada?  
If yes, please number your first two preferences:**

( ) Host Family

( ) Hotel

( ) Shared Apartment

( ) Private Apartment

**Please indicate any preference you have regarding housing and any special needs or requests that should be taken into consideration in arranging for your housing (use additional page if necessary):**

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LAUNDRY IS INCLUDED IN THE HOME STAY ACCOMMODATION IN SPAIN .A DEPOSIT IS REQUIRED FOR ACCOMMODATION IN APARTMENTS AND RESIDENCES.WATER AND ELECTRICITY ARE INCLUDED IN THE FEES. WE WILL ALSO SEND YOU INSTRUCTIONS ON HOWE TO REACH YOUR ACCCOMMODATION BY PUBLIC TRANSPORTATION ALONG WITH CONFIRMATION OF YOUR BOOKING. YOU SHOULD ARRANGE TO ARRIVE ON SUNDAY PM AND LEAVE ON SUNDAY AM. IF YOU ARRIVE EARLIER OR DEPART AFTER THE DESIGNATED TIMES, THERE WILL BE CHARGES FOR EXTRA NIGHTS. YOU SHOULD ALSO ADVISE YOUR HOST FAMILY OR THE SCHOOL OF YOUR ESTIMATED TIME OF ARRIVAL. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATION AS REQUESTED. HOWEVER, THIS CANNOT BE GUARANTEED IN THE CASE OF LATE BOOKINGS.

**Please read carefully the terms and conditions on the following page before signing this application form**

**\*Date:** .....  
(dd/mm/yyyy)

**\*Signature:** .....  
(Print your name)

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This form may be completed and submitted online emailed to : [info@elecegranada.com](mailto:info@elecegranada.com)

## Terms & Conditions

### How to enrol...

To enroll in a course students must send a non-refundable 30 euros registration fee and a non-refundable 50 euros accommodation booking fee -in the case they require assistance in finding housing during their stay in Granada (all of these will be deducted from their invoice ) This deposit is not an additional cost. All transfer fees will be the students' responsibility.

In order to be registered for a course, send an application form by e-mail, ordinary mail you can book by telephone as well.

We appreciate to receive your registration as soon as possible, in order to arrange everything for your reservation. In return, you will get a confirmation of your course and accommodation, detailed information and a bill for your booking. Registration at the last moment could be possible depending on availability.

The deposit and the total payment can be made by:

Bank transfer, indicating your name to:

Bank name: ING DIRECT ,N.V. S.E.

Empresa/Titular: ALJIBE CENTRO DE ESTUDIOS SL-ELECE

Cuenta: 1465 0100 9519 0035 7855 / B.I.C./SWIFT: INGDESMXXX / IBAN: ES28 1465 0100 9519 0035 7855

Then you must send the registration form with your data, proof of payment and a photocopy of your passport by e-mail or postal mail to the following address:

Aljibe Centro de Estudios C/Poeta Manuel de Góngora,4. Galería Comercial Alminares del Genil.18006 Granada. España

Please note that additional costs such as costs for bank transfers, credit card commission and postage costs are not covered by the center, and therefore are the responsibility of the student. The amounts paid for the booking of courses and / or accommodation, considered as part payment.

We appreciate receiving your registration as soon as possible, in order to have everything you need for your reservation. In return you will receive confirmation of your course and accommodation details and a proof of your reservation.

Full payment must be made during the first three days of the start of classes, otherwise it is understood that the student does not wish to continue the course and electronic reserves

### Airport pick-up services

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Students should provide us with their arrival details (arrival time, flight number, Airline, point of departure and point of arrival) 7 days prior to their arrival.

If the student cancels airport pick-up service less than one week prior to arrival, he/she will lose the right to a refund of the cost of that service.

In the event of any delay or changes in flight information without previous notification, ELECE will not be held responsible for picking up the student at the airport and there will be no refund.

### **General**

On formalising enrolment in a course (and accommodation), students accept the General terms and conditions of ELECE

Students should arrive at school by 9.30 on their first day.

On the first day of the course, students will have to take an evaluation test followed by an oral interview in order to be placed in the appropriate class level.

Classes are held either in the morning or in the afternoon and will be decided once students have arrived.

### **Course cancellation**

All students who wish to cancel their program (course and /or accommodation) prior to their arrival should notify ELECE in writing by e-mail (info@elece-granada.es) or letter. Cancellations not received via one of the 2 aforementioned means will not be accepted. The day after the email is sent will be considered the day the course has been officially cancelled. Cancellation is only valid once an e-mail has been received. For this reason it is important that the student is certain that the e-mail has been received.

No refunds can be given for any cancellations made during your stay .Exceptions can be considered on request, but a minimum of 1 week of your program will be charged.

After arrival, students may change their program at no extra charge (subject to availability) .Changes to accommodation will incur a fee (ask information).

### **Accommodation**

For registration received a week or less prior to the beginning of a course, ELECE does not guarantee the type of accommodation desired and requested by the student due to the fact that priority is given to those students

All students should inform ELECE or the host family in advance of their approximate time of arrival .

Your accommodation is available from 12 :00 noon on the Sunday prior to the first day of the course (Monday)until 12.00 noon on the Saturday following the last day of class (Friday).The cost of an entire week will be charged to those students requiring 4 or more additional days of accommodation . ELECE does not guarantee the availability of extra days of accommodation.

If a student decides that he/she wants to postpone or take a break from any program for unjustified personal reasons ,he/she will lose any right to a monetary refund, and the course will not be made up.

Students must respect all rules and regulations set by families, residences and shared apartment administrations.

Student is financially responsible for any damage caused to the premises

### **Accommodation cancellation**

In the event that a student is not satisfied with the assigned accommodation for any justifiable reason, the student may move to another accommodation of the same type (up to one changes allowed). Students wishing to change accommodation arrangements should notify the person in charge during their first week of the program.

All students should inform ELECE or the host family in advanced of their approximate time of arrival.

If a student decides that he /she wants to postpone or take a break from any program for unjustified personal reasons ,he/she will lose any right to a monetary refund, and the course will not be made up.

### **Reduction of hours of instruction**

ELECE reserves the right to reduce the number of hours in a group class due to insufficient number of students. The number of hours will be reduced as follows:

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- If 1 student in the class: 10 hours per week
- If 2 students in the class: 15 hours per week

**Holidays**

All lessons missed will be made up.

**Promotional Activity**

Students and their parents/guardians agree that the student's photos, videos, quotes and details of achievement may be used for ELECE's promotional purposes without written consent or notification. Objections to this should be made in writing to ELECE before the start of the course